



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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WING POLICY LETTER
NO. PL2007-1001.2

Effective Date: 1 Oct 2007

Financial Management

MISSISSIPPI WING CREDIT CARD USE AND APPROVAL POLICIES

In compliance with CAPR 173-2, paras. 4.1. and 10, the following policy has been approved by the Wing Finance Committee and is hereby adopted.

The Mississippi Wing Credit Card and its use and authorized users shall be controlled by the Wing Commander. No credit card accounts will be issued in the name of any MSWG subordinate unit. Listed are requirements for Wing Credit Card use:

1. The Credit card may not be used for cash advances, is not for personal use, and must be used for authorized purchases only.
2. Personal expenditures are not authorized including personal proficiency flying.
3. The Credit card user is responsible for the security of the credit card and all transactions made with it.
4. The credit card user must not exceed the credit limit assigned to the card.
5. User will obtain a copy of the State of Mississippi Tax Exemption Certification and use it when making purchases in order to avoid sales tax whenever possible. The Certificate is available from the Wing Administrator.
6. IF THE CARD IS LOST OR FRAUDULENT USE IS SUSPECTED, IMMEDIATELY REPORT THIS TO THE WING COMMANDER, FINANCE OFFICER OR WING ADMINISTRATOR.
7. All credit card purchases must be documented with original receipts. Receipts will be legible and list the amount of charges, and shall be transmitted to the Wing Administrator within 48 hours of purchases. The forwarded receipts will reconciled against the credit card statement by the Wing Administrator.

APPROVED BY THE WING FINANCE COMMITTEE effective as of 1 Oct 2007.

Tillman C. Carroll, Col, CAP
Commander, MSWG